APPLICATION FOR RECORDS DISPOSITION STANDARD



INSTRUCTIONS: Prepare in duplicate and forward to the Records Management Analyst, Management Systems Division 3. Dept., Division, Subdivision & Administering Office Address FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed Office of the General Manager JUL 7 1978 Office of Program Monitoring and Reporting 7 1978 2100 Peachtree Summit Building 1. Application 2. Dept. Application No. 401 W. Peachtree Street Atlanta, Georgia 4. Person to Contact 5. Working Title 6. Telephone Number Regina H. Finklin Analyst/PM&R <u>586-5592</u> 7. Action Requested a. A Establish Retention Schedule; record will continue to accumulate. b. Dispose of present accumulation; no further accumulation anticipated. _____ Check One: 🔲 Change; 🔲 Supercede; 🔲 Void 9. Records Series Title (followed by title used in office; if different) 8. Dates of Series Earliest Program Monitoring and Reporting Reports File Present What is the function of the Division and the Office in which this record series is created? 10. Division and Office Function SEE ATTACHED 11. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: reporting the status, cost, and schedule of the Rapid Rail Project to the Board of Directors, General Manager and Senior Staff within the Authority. Included are: Bus Operations, Construction/Procurement and Rail Start-up Reports. By subject (Bus Operations, Construction/Procurement and Rail Start-up), by month, by fiscal year. How often are records referred to which are: One to six months old Frequently Seven to twelve months old 4 times/month hirteen to twenty-four months old 2 times/month twenty-five months and older __Infrequently 13. Annual Rate of Accumulation of Records

_; Legal-size drawers $\frac{1}{2}$; Shelves _____; Other (specify) _

3012 (3/76)

		Place an "X" in the pro	per column)			Mana in the street of the street of	-
YES NO					·	•	i_i
x		fficial copy of the series	i?				· · · · · · · · · · · · · · · · · · ·
_	If not, wher		e - e ^{ng} e en sembe en mande n en men en e			3.0	
,,	b. Does the ser		minimation radiilitit	g security handli	ng? If yes, cite law or regula	ition.	
X		en de la companya de			· {		
<u>X</u> _	C. I this a vita	record?					
x	O. DOG HIS SU	MB have historical or for	ng term research value	,>			
.	" When one or	two documents in the l	lde make it necessary	to keep the enti	re tile for a long period, cor	dd these documer	its be
<u>₹</u> .	scheduled se	parately?					e e
-X	I IS the intorn	lation contained in this	series ever published?	If yes, attach co	·Pγ.		on managed program .
	If yes, attach	•	series ever analyzad ai	nd/or recorded i	a summarized report?		· - ·
_ X	The state of the s	plication of this series in	· · · · · · · · · · · · · · · · · · ·	Comment Smill Service	e e e e e e e e e e e e e e e e e e e		
x	If yee where	.7	YOU OTTICE, OF IN BIS	orner office or a	gency?	•	•
- X	i. Is this series	for a major portion of it	ti regulariy microfilmi			The Arthur Marine Control of the Con	
-	j. Does the rec	ord series result in a com	Onuter Orintout?	Bur		one on the second	7. 74 - 21 -22, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2, 2,
	ion Requirements		The following require	ETha earlas to Ta	kept:		
	, -		· · · · · · · · · · · · · · · · · · ·	s rine series (O De	Kept:		
a. Staf	te Law	•	VARTE	d. Audit per	ind		•
b. Stat	ute of limitation	A11-70-		e. Administ			years.
	eral law	- 40 - 40 - 40 - 40 - 40 - 40 - 40 - 40			•		
		- 	- yww.e. ;	, regeral f	etention instructions		Years.
Attach	copy or excert of laws	or regulations. Explain a	administrative need				
		-w review wrightstill t		1			
			1				
			•				•
		- 4	•				
A			·				
Approv	ed Disposition Instruct	ions This agend	cy recommends that t	he file series be	cut off at the end of each:		
Approvi	ed Disposition Instruct	•					
		[] Calend	aı Year; 🖔 Fiscal Yı	ear; [J] Other .	cut off at the end of each:		then,
[X Hold	d in the current files are	[] Calend	hi Year; 🛱 Fiscal Yi	ear; [J] Other .			then,
□¥Hold □ Tran	of in the current files are	I Calend	ar Year; 图 Fiscal Yo h(s)	ear; [J] Other .		The state of the s	then,
□¥ Hold □ Tran ⊠ Tran	I in the current files are isfer to local holding are sfer to see Records C	[] Calend	ar Year; 图 Fiscal Yo h(s)	ear; [J] Other .		No. 11 for the large and the l	then,
□ Tran □ Tran ဩ Tran	of in the current files are start to local holding are start to local Hecords Coroy.	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .		The state of the s	then,
□ Tran □ Tran □ Tran □ Tran	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
☐ Hold ☐ Tran ☐ Tran ☐ Destr	of in the current files are start to local holding are start to local Hecords Coroy.	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
Hold Tran Tran Destr	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
☐ Hold ☐ Tran ☐ Tran ☐ Destr	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
□ Tran □ Tran □ Tran □ Tran	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
□X Hold □ Tran □ Tran □ Destr	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
□X Hold □ Tran □ Tran □ Destr	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
□ Hold □ Tran ဩ Tran ဩ Destr	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
□ Hold □ Tran □ Tran □ Destr	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
□ Tran □ Tran □ Tran □ Tran	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
□ Tran □ Tran □ Tran □ Tran	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
□ Tran □ Tran □ Tran □ Tran	I in the current files are isfer to local holding are sfer to the Hecords C roy. sfer to State Archives f	I Calend montea; hold	at Year; 图 Fiscal Yo h(s)	ear; [J] Other .			then,
☐ Hold ☐ Tran ☑ Tran ☑ Desti ☐ Trans ☐ Othe	in the current files are sfer to local holding are sfer to local Hecords Coroy. sfer to State Archives for (Specify)	Montes; hold or permanent retention.	ni Year; A Fiscal York(s)	ear; (L) Other year(s); then			then,
☐X Hold ☐ Tran ☐ Tran ☐ Desti ☐ Tran ☐ Othe	in the current files are sfer to local holding are sfer to local Hecords Coroy. sfer to State Archives for (Specify)	Montes; hold or permanent retention.	ni Year; A Fiscal York(s)	ear; (L) Other year(s); then			then,
☐X Hold ☐ Tran ☐ Tran ☐ Desti ☐ Tran ☐ Othe	in the current files are sfer to local holding are sfer to local Hecords Coroy. sfer to State Archives for (Specify)	I Calend montea; hold	ni Year; A Fiscal York(s)	ear; (L) Other year(s); then			then,
☐X Hold ☐ Tran ☐ Tran ☐ Desti ☐ Tran ☐ Othe	in the current files are sfer to local holding are sfer to local Hecords Coroy. sfer to State Archives for (Specify)	I Calend montes; hold center; hold or permanent retention.	ations of the series	ear; (L) Other year(s); then			then,
☐ Hold ☐ Tran ☐ Destr ☐ Othe These ins	in the current files are sfer to local holding are sfer to the Hecords Coroy. sfer to State Archives for (Specify) ALS	I Calend ea; hold center; hold or permanent retention. erior and future accumul (Indicate briefly ration	ations of the series	ear; (L) Other year(s); then			then,
☐ Tran ☐ Tran ☐ Tran ☐ Othe ☐ Tran	in the current files are ster to local holding are ster to local holding are ster to local hecords Oroy. ster to State Archives for (Specify)	I Calend ea; hold center; hold or permanent retention. erior and future accumul (Indicate briefly ration	ations of the series	ear; (L) Other year(s); then			
These ins	in the current files are ster to local holding are ster to the Hecords Coroy. ster to State Archives for (Specify) ALS Degartment Records I	I Calend montes; hold center; hold or permanent retention. Indicate briefly ration Management Officer	ations of the series alle for recommendations.	ear; (_) Other year(s); then			then,
LX Hold Tran Da Tran Da Destr Tran Othe APPROV	in the current files are sfer to local holding are sfer to the Hecords Coroy. sfer to State Archives for (Specify) ALS	I Calend montes; hold center; hold or permanent retention. Indicate briefly ration Management Officer	ations of the series	ear; (_) Other year(s); then This above/or with the proved the proved the provential through through the proventi			
Tran Destrict Trans Trans Other	in the current files are ster to local holding are ster to the Hecords Coroy. ster to State Archives for (Specify) ALS Department Records I	I Calend montes; hold center; hold or permanent retention. Indicate briefly ration Management Officer	ations of the series alle for recommendations.	ear; (_) Other year(s); then This above/or with the proved the proved the provential through through the proventi	ite additional remairks):		
Tran Tran Desti Tran Othe	in the current files are ster to local holding are ster to the Hecords Coroy. ster to State Archives for (Specify) ALS Degartment Records I	I Calend montes; hold center; hold or permanent retention. Indicate briefly ration Management Officer	ations of the series alle for recommendations.	Approved Approved Approved	egal Counter works); One of August Wission of Aug		
These ins APPROV Or over the series of the	in the current files are seer to local holding are seer to see Hecords Coroy. seer to State Archives for (Specify) ALS Department Records I Division Head/Designs Department Hecords I	in manual future accumulation of ficer	ations of the series ations of the series alle for recommendati Date \$ 126/78	Approved Approved Approved	ite additional remarks): •gal Countel Why with ivision of Audit		
These ins APPROV Or over the series of the	in the current files are ster to local holding are ster to the Hecords Coroy. ster to State Archives for (Specify) ALS Department Records I	in manual future accumulation of ficer	ations of the series ations of the series alle for recommendati Date \$ 126/78	Approved Approved Approved	egal Countel What was a supply to the suppl	History	Date Date /30/75 7-7-78
These ins APPROV proved APPROV	in the current files are seer to local holding are seer to see Hecords Coroy. seer to State Archives for (Specify) ALS Department Records I Division Head/Designs Department Hecords I	in manual future accumulation of ficer	ations of the series ations of the series	Approved D	egal Counter works); One of August Wission of Aug	History	